

**Department Assistant
Town of Boxborough**

Seeking a qualified individual with extensive experience in MS Office Suite and excellent interpersonal skills to join the Town Hall team. Position provides administrative support to Inspectional Services, the Board of Health and other general governmental functions. Duties include preparation of minutes, processing permit applications, correspondence, handling public inquiries, processing invoices, answering phones, database management, maintaining files, compiling and editing submissions for the annual town report.

35 hour per week. \$20.34 – 22.45/hr. (DOQE) & benefits. Letter, resume, completed application and references by July 25, 2016 to: Town Administrator, 29 Middle Rd., Boxborough, MA 01719 or by e-mail (preferred): sshaw@boxborough-ma.gov. AA/EOE.

Full-Time and Reduced Hours (consistently equal to or more than 20 hours) Employment Application



TOWN OF BOXBOROUGH
29 Middle Road
Boxborough, Massachusetts 01719
Employment Application

The Town of Boxborough is an Affirmative Action / Equal Employment Opportunity Employer

All information must be typed or printed legibly. Unreadable applications will be discarded.

Personal Information

1. Date of Application: _____ 2. Position Applying For: _____
3. Name: _____
Last First Middle
4. Address: _____
Number Street Apartment Number

City/Town State Zip Code
5. Telephone Number: Home: _____ Daytime: _____
Area Code / Number Area Code / Number
6. Driver's License Number: _____
Class / Number / State
7. If hired, can you provide proof of citizenship or legal right to work? ☐ YES ☐ NO
8. Are you under 18 years of age? ☐ YES ☐ NO If yes, date of birth? _____
9. Have you ever been employed by the Town before? ☐ YES ☐ NO
If yes, when? _____ In which department? _____
10. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town of Boxborough?
☐ YES ☐ NO
If yes, Employee's Name: _____ Department: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Technical			<input type="checkbox"/> YES <input type="checkbox"/> NO	

11. Do you possess the following skills? Please list in detail all that apply.

Specialized Training?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Training/Course: _____
Professional Licenses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Licenses: _____
Professional Memberships?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Organizations: _____
Computer Software?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Programs: _____
Office Equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Describe Equipment: _____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. A resume or supplemental sheet may be included; however, this section must be completed.

12. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? ☐ YES ☐ NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

13. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? ☐ YES ☐ NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

14. Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? ☐ YES ☐ NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

15. Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____
Starting Ending

May we contact this employer? ☐ YES ☐ NO

Describe the work you performed: _____

Reason(s) for leaving: _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business references only. Note that references listed in this section will be contacted.

16. Reference #1

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

17. Reference #2

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

18. Reference #3

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

19. Reference #4

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

20. How did you learn about the job for which you are applying?

☐ Walk-in

☐ Town Employee

☐ Newspaper; title _____ ☐ Professional Journal; title _____

☐ Posted Town Bulletin _____ ☐ the Internet _____

Agreement

I certify that the information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Boxborough to obtain any information from schools, employers, professional licenses, certifications, driver's license and history (if job related), professional references and any other information concerning knowledge, skills and abilities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Boxborough any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Boxborough's use only.

I hereby voluntarily release, discharge and exonerate the Town of Boxborough, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Boxborough.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

I understand that any offer of employment that I receive from the Town of Boxborough may be contingent upon my successful completion of the pre-employment screening process, including, but not limited to, the Town of Boxborough receiving satisfactory references, review of my driving history, completion of a complete criminal background check and/or a Sex Offender Record Information ("SORI") check, and if appropriate, pre-employment drug test, physical examination, and/or psychological screening. I understand that any such test results will be communicated in a confidential manner.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and an I9 so certifying must be completed no later than the first day of employment.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities because of political or religious opinions or affiliations, or because of age, color, disability, criminal records (inquiries only), gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, sexual orientation, gender identity, marital status, pregnancy, parenthood, or disability which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.



Town of Boxborough Release

I _____, a candidate for the position of _____, hereby authorize the Town of Boxborough to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Boxborough from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Boxborough.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Boxborough has not yet employed me and for immediate dismissal if the Town of Boxborough has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Boxborough from any and all liability for its providing this information.

In the event of my employment with the Town of Boxborough, I shall comply with all rules, regulations, and policies set forth in the Town of Boxborough's Salary Administration Plan Bylaw or other communications distributed by the Town of Boxborough.

I understand that nothing in this employment application, in the Town of Boxborough's policy statements or personnel guidelines, or in my communications with any Town of Boxborough official is intended to create an employment contract between the Town of Boxborough and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Boxborough unless it is made in writing and signed by a Town of Boxborough official who possesses the authority to make such promise or guarantee.

I hereby acknowledge that I have read and understand the preceding statement.

Signed: _____

[Signature of Applicant]

Date: _____

Department Assistant

Definition:

Responsible for providing administrative, clerical, and record keeping support for the department.

Distinguishing Characteristics:

Works under the administrative direction of a Department Head and the Town Administrator within policies of the Board of Selectmen.

Work activities require independent action and judgment as Department's supervisor is not always available to address issues. Work activities and decisions are varied in nature and require solving commonly encountered problems as well as unusual problems. Unusual cases or questionable matters are referred to the position's manager for resolution.

Errors could cause a moderate delay in operations, and rework that typically involves using the resources of others in the department and possibly other departments to correct.

Contacts are with employees within and outside the Department, as well as the public. Requires working cooperatively with others and answering the public's questions with courtesy and tact. Often required to explain Department's procedure and services and gain cooperation of the public.

Negligible physical effort required in performing the duties under typical office conditions. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts.

Examples of Work:

Screens incoming mail, calls, and visitors and directs to appropriate department head, staff member, or staff in another department. Takes messages. Addresses matters that do not require personal attention or action of the department head. Assembles information for department head or staff member in order to be prepared to respond to inquiries.

Maintains appointment schedule of department staff, as requested. May be responsible for coordinating travel and hotel arrangements for department staff.

Prepares correspondence, memoranda, forms, reports, agendas, minutes, bid specifications, hearing notices, permits, abatements, lists, bylaws, etc. using word-processing, spreadsheets, and presentation software. Proof reads material before finalizing. Copies, faxes, and mails material.

Sets-up, maintains and manages filing system. Maintains department's confidential records.

Monitors expenditures against budget and maintains associated records; compiles financial data for the development of the department's operating and capital budgets. Requires the use of spreadsheets and databases.

Collects fees. Prepares documentation for receipts; coordinates receipts and collections with Town departments. Maintains financial reports.

Schedules appointments; makes meeting arrangements; distributes notices; takes and transcribes minutes; performs follow-up activities after meetings.

Prepares department payroll including tracking time worked, sick leave, vacation leave, and over-time.

May prepare department's accounts receivable, e.g., police detail billing, ambulance billing, etc.

Prepares department's accounts payable for processing.

Assists in the preparation of grants, compiles information and performs research as needed to respond to grant requirements.

Monitors office supplies and coordinates purchasing within approved spending limits. Prepares requisitions for supplies and equipment.

May coordinate the distribution of request-for-proposals or bids for the department, respond to vendor's inquiries according to purchasing law, open bids and notify bidders of successful bidder.

SECONDARY RESPONSIBILITIES

- May coordinate the work of office/clerical employees or volunteers. Leadership activities include assigning/reviewing work, conducting orientation for new employees, providing performance feedback, and recommending hiring decisions.
- May prepare information and be responsible for the production of the department's submission to the Annual Town Report.
- May require maintenance of software systems.
- Provides back-up to other department staff.

Performs other position-related duties, as assigned.

QUALIFICATIONS**RECOMMENDED MINIMUM QUALIFICATIONS:*****I – Education and Experience***

A minimum of three to five years in a responsible clerical position. Completion of a standard high school course with business school training highly desirable. Or, any combination of required knowledge, skills and abilities.

II – Knowledge, Ability and Skills

Knowledge: Good knowledge of office terminology, procedures and equipment, command of business arithmetic and English. Some knowledge of elementary bookkeeping. Knowledge of document formats.

Ability: Ability to wordprocess at an acceptable speed. Ability to establish and maintain effective working relationships with subordinates, town officials, and the general public. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to maintain complex records and prepare reports from such sources. Ability to get along well with others. Ability to make decisions in accordance with laws, ordinances, regulations and established policies. Ability to make relatively complex mathematical computations rapidly and accurately.

Skills: Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, Internet research and appropriate software applications. Organizational and office management skills. Requires skill in the use of office equipment including personal computer, copier, calculator, facsimile and adding machine. Must have clerical aptitude, good judgement, tact and courtesy.

III - Special Requirements

Ability to become bonded may be required. May be required to pass a CORI (Criminal Offender Record Information) check.

IV - Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is generally performed under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Ability to operate a computer and view screen for extended periods of time. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust

focus. Occasionally carries and/or lifts items, weighing no more than 25 pounds.
Requires access to other town departments.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____